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information on courses & workshops

1980-81

training &
certification



Ontario

Ministry
of the
Environment

The Honourable
Harry C. Parrott, D.D.S.,
Minister

Graham W. S. Scott,
Deputy Minister



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Ontario

Ministry
of the
Environment

(416) 965-1027

135 St. Clair Avenue West
Suite 100
Toronto, Ontario
M4V 1P5

February 1, 1980

Dear Sir:

Herewith a copy of the publication describing the 1980/81 courses and workshops offered by the Training and Certification Section, Ontario Ministry of the Environment. A brief description of each course and workshop is presented in Appendices 1 - 20, inclusive. The capacity and location of each course is outlined in Appendix 21.

Please note the application procedures on pages 3 and 4, and the information required to be submitted with each application. It is important that the name of the candidate be submitted as early as possible as vacancies are limited and quickly filled.

Please circulate this publication to others in your organization who have a responsibility for staff training and development.

Yours truly,

R.R. Doddridge, P. Eng.
Manager
Training & Certification Section
Personnel Services Branch

encl.



MINISTRY OF THE ENVIRONMENTTECHNICAL TRAINING PROGRAM1980-1981Preface

The responsibilities of the Training and Certification Section, Ontario Ministry of the Environment, include the development and conduct of training and certification programs for personnel engaged in the protection and upgrading of the natural environment. By working in close cooperation with professional, industrial and government organizations, programs are designed to meet the needs of Ministry and non-Ministry staff. As additional requirements are identified, new programs will be developed.

If recipients of this bulletin know of others in their localities who might be interested in the Ministry training program please encourage them to request a copy of the bulletin from the

Publication Centre
Ministry of Government Services
880 Bay St.
Toronto, Ontario M7A 1N8

Information not included in the brochure may be obtained from:

Registration Secretary
Training and Certification Section
Personnel Services Branch
135 St. Clair Avenue West
Toronto, Ontario M4V 1P5

1.

TRAINING PHILOSOPHY

1. In general, programs employ the Behavioural Objective Approach to Training (BOAT). A training manual, prepared for each course or workshop, as a reference text, provides information on the topics and lists objectives which tell the trainee what he must know and do to successfully complete the course. At the same time it reminds the instructor what he must teach, describe or demonstrate so that the performance of the trainee meets the required standards. To verify successful completion, both practical (hands-on) and written tests are administered to the trainees.
2. Instructors are obtained from many sources and have usually been involved in developing material for the courses and workshops. As part of their normal work they are usually also responsible for providing advice, guidance and practical assistance to the operational staff, so they understand the day-to-day problems faced in the field. Based on this knowledge and background, the instructor can deal with any relevant questions raised during the course or workshop. Furthermore, he is identified to the trainee as a point of contact for advice on problems which might arise.

SCOPE OF PROGRAM

3. Courses and workshops are offered annually, with most being scheduled between September and May. A course consists of lecture and discussion periods interspersed with audio-visual presentations and other demonstrations. A workshop is a course which includes substantial "hands-on" participation, during which the trainee receives practical training and errors are corrected as they occur.
4. Training programs offered by this Ministry and described in the attached Appendices are listed below:

Appendix 1. Monitoring Water/Wastewater Treatment Operations

2. Basic Sewage Treatment Operation Course
3. Activated Sludge Workshop
4. Primary Treatment and Digestion Workshop
5. Basic Water Treatment Operation Course
6. Surface Water Treatment Workshop
7. Basic Gas Chlorination Workshop
8. Pump Operation Workshop
9. Preventive Maintenance Workshop
10. Digester Gas System Maintenance Workshop
11. OP/Maintenance of Water Distribution Systems
12. OP/Maintenance of Wastewater Collection Systems
13. Sewer and Watermain Design Course
14. MEA/MOE Inspectors Course No. 1
15. MEA/MOE Inspectors Course No. 2
16. Industrial Abatement-Air Management
17. Visible Emissions Identification Certificate Course
18. Acoustic Technology Certificate Course
19. Acoustic Technology in Land Use Planning
20. Waste Disposal by Landfilling

5. The program schedule is at Appendix 21 and a course calendar is at Appendix 22.

6. Prerequisites

- (a) Prerequisites are specified for some courses. Employers must ensure that course candidates meet these requirements. If an application is received for a candidate lacking the course prerequisites, it will not be accepted.
- (b) Certain advance courses require the Ministry Basic Water or Sewage Course or equivalent as a prerequisite. Equivalents to the Ministry Basic Courses include the courses previously offered by the OWRC.
- (c) Certain courses, because of prerequisites and/or course design, are restricted to specific groups. Courses annotated "MOE only" are available to Ministry staff other than plant operators;

"Operators only" restricts these courses to water and waste-water treatment plant employees, either Ministry or non-Ministry. If no restriction is shown, anyone with the proper prerequisites may make application. See Appendix 21.

7. Course Capacity

The capacity of each course, workshop and seminar is shown on Appendix 21 Program Schedule. If a course is over-subscribed, selection of candidates will be based on date of receipt of application.

APPLICATION PROCEDURES

8. An application must be submitted by letter:

- (a) For a Ministry employee, by a Regional Director, a Regional Manager, a Branch Director or Supervisor.
- (b) For a non-Ministry employee, by the individual's employer.

9. The following information must be included:

- (a) Course and date. An acceptable alternate, if available, should be shown.
- (b) Full name of applicant and home address.
- (c) Job title, address of employment and department or office.

10. Registration Fee

The required registration fee for each course is stated in the appropriate appendix. Ministry employees may pay the fee on registration. Registration fees must accompany the applications of non-Ministry applicants, and

(a) For all courses except MEA/MOE co-sponsored courses (Appendices 13, 14 and 15), the cheque or money order must be made payable to Training and Certification Section.

(b) For MEA/MOE co-sponsored courses (Appendices 13, 14 and 15), the cheque or money order must be made payable to Municipal Engineers Association of Ontario.

11. An application (registration fee, if applicable) should be forwarded to the Registration Secretary at the address shown in the Preface as early as possible but no later than the date shown below:

September Courses	-	July 15
October Courses	-	August 15
November Courses	-	September 15
December Courses	-	October 15
January Courses	-	November 15
February Courses	-	December 15
March Courses	-	January 15
April Courses	-	February 15
May Courses	-	March 15

12. If a course is over-subscribed, selection of candidates will be based on receipt of application. As soon as possible after its receipt, the individual's employer will be notified if the application is accepted. If the course of first choice is oversubscribed and an alternate has been shown on the application, the nominee will be listed for the alternative course (if space is available), subject to confirmation by the employer.

13. Pre-Course Study

Prior to a course, an information package will be forwarded to each applicant. This will include general course information, a sketch map showing course location and, in most cases, reference material for pre-course study.

14. Pre-course study is required for many of the courses. It is essential that employers encourage applicants to review the material provided for that purpose. For certain courses, the applicant will be required to submit solutions to problems forwarded with study material.

15. Course Completion

The appropriate appendix shows the minimum average to be attained for successful completion of the course. A candidate's results and certificate will be forwarded to his employer, who is responsible for informing the individual.

As do many other organizations, such as the WPCF, AWWA and APWA, Environment Ontario now awards Continuing Education Units(CEUs) to participants who successfully complete certain courses or workshops. A permanent record of CEUs awarded to individuals will be maintained by the Training and Certification Section. A participant may request this record to use, if necessary, to meet requirements for

- (a) documentation of continuing qualifications for certification of operational staff of a water or wastewater utility
- (b) Evidence of personal and vocational growth and adjustment to meet changing career demands
- (c) Demonstration of a conscious effort towards personal development.

CEUs are awarded on the basis that one(1) CEU is equal to ten contact hours of formal instruction in job related training. Thus, for example, 3.0 CEUs will be awarded for successful completion of the Activated Sludge Process Workshop, since

it involves 30 hours of formal instruction. The assigned value is shown on the appropriate appendix in this publication.

16. Training Facilities

- (a) These are located at the Ontario Experimental and Training Facility, (OEF) Brampton and the Ministry Laboratory, Resources Road. The sketch map at Appendix 23 shows these locations.
- (b) Training conducted outside of Toronto will be held in suitable accommodation obtained specifically for the session.

17. Transportation and Accommodation

- (a) These arrangements, including reservations, are the responsibility of the trainee. The sketch map indicates the motel/hotel area which is within reasonable proximity to the training facilities. A list of hotels with approximate room costs is at Appendix 24.
- (b) Employers must ensure that trainees on arrival at the course location are in possession of sufficient funds to meet anticipated expenses, including the registration fee if not previously paid.

18. Training manuals published by the Ministry of Environment are available for purchase from:

Publication Centre
Ministry of Government Services
880 Bay St., (5th Floor)
Toronto, Ontario. M7A 1N8

These include

Basic Sewage Treatment Operation
Activated Sludge Process
Primary Treatment and Sludge Digestion
Basic Water Treatment Operation
Surface Water Treatment Operation
Basic Gas Chlorination
Pump Operation
Preventive Maintenance
Acoustics Technology I, II and III
Acoustics Technology in Land Use Planning,
Vols. I and II
Digester Gas System Maintenance
Water Distribution Operations and Maintenance

19. Manuals published by The Ontario Municipal Engineers Association include:

Municipal Works Design Manual
Sewer and Watermain Construction Inspectors Course
Manuals I and II

These are available by writing to :

Mr. G. D. Dougall, P. Eng.
MEA Treasurer & Publications Secretary
Courthouse
P.O. Box 55
Brockville, Ont.
K6V 5V8

Appendix 1

COURSE DESCRIPTIONMONITORING WATER/WASTEWATER TREATMENT OPERATIONS**PURPOSE:**

The seminar, Monitoring Water and Wastewater Treatment Operations, is designed for environmental officers and technicians who have inspection and advisory functions related to municipal and private utility operations. The program emphasizes analysis of process problems, process control and troubleshooting. CEU Value 1.5

SCOPE:

The following topics will be dealt with:

- A. INSPECTION PROCEDURES FOR WATER AND WASTEWATER TREATMENT FACILITIES
- B. MINISTRY POLICY AND GUIDELINES
- C. EVALUATION OF FLOW METERING DATA
- D. PROCESS CONTROL AND PROCESS CONTROL TESTS
- E. PROBLEM SOLVING
- F. DISINFECTION THEORY

PRE-COURSE FAMILIARIZATION:

The trainee must review the Ministry manuals on basic water and wastewater treatment operations and reference notes on monitoring these facilities.

PREREQUISITES:

An applicant must be employed as an environmental officer or technician and have a good knowledge of water/wastewater treatment processes.

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

Appendix 2

COURSE DESCRIPTIONBASIC SEWAGE TREATMENT OPERATION COURSE

PURPOSE:

The Basic Sewage Treatment Operation Course is designed primarily for operators in training and to increase on-the-job efficiency of wastewater treatment plant operators. The program stresses "the need to know" of all processes associated with wastewater treatment. This course is a prerequisite to the Activated Sludge Workshop and the Primary Treatment and Digestion Workshop. CEU Value 3.0

SCOPE:

The course covers the following topics:

- A. SEWAGE CHARACTERISTICS
- B. BACTERIOLOGY OF SEWAGE
- C. PRIMARY TREATMENT
- D. THE ACTIVATED SLUDGE PROCESS
- E. DIGESTION OF SLUDGE
- F. SLUDGE HANDLING
- G. INDUSTRIAL WASTE
- H. CHLORINATION OF SEWAGE
- I. BASIC LABORATORY TESTS
- J. SAMPLING AND RECORD KEEPING
- K. SAFETY

PRE-COURSE

FAMILIARIZATION:

Pre-course study material will be provided. When preparing to attend this course, an applicant must:

- (a) Review the Ministry manual, Basic Sewage Treatment Operation;
- (b) Complete the exercise in the Ministry manual, Mathematics for Water and Sewage Operators.

PREREQUISITES:

- (a) Employment and desirably 6 months experience in the operation of a wastewater treatment plant.
- (b) Desirably Grade XII academic standing.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONACTIVATED SLUDGE WORKSHOP

PURPOSE:

This workshop emphasizes process control and troubleshooting. It is specifically directed at an operator employed as, or likely to be promoted to, shift foreman, operator-in-charge or chief operator of an activated sludge plant. CEU Value 3.0

SCOPE:

The workshop which includes considerable "hands-on" participation covers the following:

- A. ACTIVATED SLUDGE OPERATING PRINCIPLES
- B. FACTORS AFFECTING THE PROCESS
- C. SAMPLING AND FLOW MEASUREMENT
- D. IDENTIFICATION AND SOLUTION OF OPERATING PROBLEMS
- E. PHOSPHORUS REMOVAL
- F. MICROSCOPIC EXAMINATION
- G. LABORATORY TESTS INCLUDING DO, pH, BOD, PHOSPHOROUS DETERMINATION

PRE-COURSE

FAMILIARIZATION:

Pre-Course study material will be provided. When preparing to attend this workshop an applicant must:

- (a) Review the Ministry manual, Activated Sludge Process;
- (b) Complete the exercises in the Ministry manual, Mathematics for Water and Sewage Operators;

PREREQUISITES:

Successful completion of the Ministry of the Environment Basic Sewage Treatment Operation Course; or equivalent.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONPRIMARY TREATMENT AND DIGESTION WORKSHOP

PURPOSE:

The Primary Treatment and Digestion Workshop emphasizes process control and troubleshooting. It is specifically directed at an operator employed as, or likely to be promoted to, shift foreman, operator-in-charge or chief operator of a primary treatment plant. CEU Value 3.0

SCOPE:

The course covers the following topics:

- A. RAW SEWAGE CHARACTERISTICS
- B. PUMPING STATIONS & STANDBY POWER
- C. PRETREATMENT WORKS
- D. PRIMARY SEDIMENTATION
- E. LABORATORY ANALYSES
- F. ANAEROBIC AND AEROBIC DIGESTION
 - THEORY
 - OPERATION & CONTROLS
 - PROBLEMS
- G. SLUDGE PROCESSING

PRE-COURSE
FAMILIARIZATION:

Pre-course study material will be provided. When preparing to attend this workshop, the applicant must

- (a) Review the Primary Treatment and Digestion manual.
- (b) Complete the exercises in the Ministry manual, Mathematics for Water and Sewage Operators.

PREREQUISITES:

Successful completion of the Ministry Basic Sewage Treatment Operation Course or equivalent.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTION

BASIC WATER TREATMENT OPERATION COURSE

PURPOSE:

The Basic Water Treatment Operation Course is designed primarily for operators in training and to increase on-the-job efficiency of water treatment plant operators. The program stresses "the need to know" rather than the "nice to know" of all processes associated with water treatment. This course is a prerequisite to the Surface Water Treatment Workshop. CEU Value 3.0

SCOPE:

The Course covers the following topics:

- A. WATER BACTERIOLOGY AND SAMPLING
- B. PHYSICAL AND CHEMICAL CHARACTERISTICS
- C. WATER SOURCES
- D. COAGULATION, FLOCCULATION AND SEDIMENTATION
- E. WATER FILTRATION
- F. CHLORINATION
- G. SAFETY
- H. BASIC LABORATORY TESTS
- I. RECORDS
- J. CHEMICAL DOSAGE CALCULATIONS

PRE-COURSE

FAMILIARIZATION:

Pre-Course study material will be provided. When preparing to attend this course, an applicant must:

- (a) Review the Ministry manual, Basic Water Treatment Operation;
- (b) Complete the exercises in the Ministry manual, Mathematics for Water and Sewage Operators.

PREREQUISITES:

- (a) Employment and desirably six months experience in the operation of water treatment plants.
- (b) Desirably Grade XII academic standing.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONSURFACE WATER TREATMENT WORKSHOP

PURPOSE:

The Surface Water Treatment Workshop is designed to increase the knowledge of experienced water treatment plant operators. It is specifically directed at an operator employed as, or likely to be promoted to, shift foreman, operator-in-charge or chief operator of a water treatment plant. CEU Value 3.0

SCOPE:

The workshop which includes considerable "hands-on" participation covers the following topics:

- A. COAGULATION
- B. FILTRATION
- C. WATER TREATMENT CHEMISTRY
- D. TASTE & ODOUR CONTROL
- E. LABORATORY TESTS
- F. MICROBIOLOGICAL CONSIDERATIONS
- G. PROBLEM SOLVING

PRE-COURSE

FAMILIARIZATION:

Pre-course study material will be provided. When preparing to attend this workshop an applicant must:

- (a) Review the Ministry manual, Surface Water Treatment;
- (b) Complete the exercises in the Ministry manual, Mathematics for Water and Sewage Operators.

PREREQUISITES:

Successful completion of the Ministry of the Environment Basic Water Treatment Operation Course; or equivalent.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training & Certification Section".

COURSE DESCRIPTIONBASIC GAS CHLORINATION WORKSHOP

PURPOSE:

The Basic Gas Chlorination Workshop is designed to familiarize the new or inexperienced operator with the operation of various types of gas chlorination equipment, as well as to teach maintenance and troubleshooting procedures. CEU Value 3.0

SCOPE:

The Workshop which includes considerable "hands-on" participation covers the following topics:

- A. CHLORINATION THEORY
- B. COMPONENTS OF A GAS CHLORINATION INSTALLATION
- C. CONTROL SYSTEMS
- D. STORAGE AND HANDLING OF CHLORINE GAS CYLINDERS
- E. SAFETY PRACTICES
- F. CHLORINATION EQUIPMENT & COMPONENTS
- G. START-UP & SHUT-DOWN PROCEDURES
- H. GENERAL MAINTENANCE
- I. TROUBLESHOOTING
- J. CHLORINATION LABORATORY TESTS

PRE-COURSE

FAMILIARIZATION:

Pre-course study material, including the Basic Gas Chlorination manual, will be provided.

PREREQUISITES:

Employment in a water or wastewater treatment plant or as an operator of chlorination equipment used in industry or recreational facilities.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONPUMP OPERATION WORKSHOP

PURPOSE:

This workshop, developed jointly with the Ontario Municipal Engineers' Association, is designed to increase the knowledge and skills of personnel involved in operating and maintaining all forms of pumping and allied equipment. It is an extension of training for operators of water and wastewater treatment utilities.

CEU Value 3.0

SCOPE:

The Workshop which includes considerable "hands-on" participation covers the following:

- A. CHARACTERISTICS OF MATERIALS PUMPED
- B. PUMPING THEORY (HYDRAULICS & ENERGY)
- C. TYPES OF PUMPS
- D. POSITIVE DISPLACEMENT PUMPS
- E. CENTRIFUGAL PUMPS
- F. CONTROLS (PUMP APPLICATION PROCESS REQUIREMENT)
- G. VALVES
- H. MOTORS
- I. SAFETY

PRE-COURSE

FAMILIARIZATION:

Pre-course study material will be provided. When preparing to attend this workshop an applicant must review the Pump Operation Workshop Manual.

PREREQUISITES:

The candidate must be employed as an operator or maintenance man in a water or wastewater utility.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONPREVENTIVE MAINTENANCE WORKSHOP

PURPOSE:

The Preventive Maintenance Workshop is designed to increase the knowledge and on-the-job efficiency of an operator who has some responsibility for maintaining water and wastewater plant equipment. It will teach the trainee good practices which are essential to achieve and sustain efficient operations. CEU Value 3.0

SCOPE:

The Workshop which includes "hands-on" participation covers the following topics:

- A. TOOLS AND WORKSHOP SET-UP
- B. UTILIZATION OF DRAWINGS AND EQUIPMENT MANUALS
- C. MAINTENANCE OF PIPING AND VALVES
- D. LUBRICATION
- E. BEARINGS, SEALS AND PACKING
- F. ALIGNMENT
- G. PUMP TROUBLESHOOTING
- H. MAINTENANCE OF PROCESS EQUIPMENT

PRE-COURSE

FAMILIARIZATION:

Pre-course study material, including the Preventive Maintenance Workshop manual, will be provided.

PREREQUISITES:

The candidate must be employed in water or wastewater treatment utility operations and/or maintenance.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONDIGESTER GAS SYSTEMS MAINTENANCE WORKSHOP

PURPOSE:

As required by the Energy Act 1971 and related Regulations, the workshop is designed to upgrade the knowledge and skills of personnel who operate and maintain the gas system in a wastewater treatment plant. The individual may write the Ministry of Consumer and Commercial Relations (MCCR) examination for certification as a Maintenance Gas Fitter as part of the workshop final examination. CEU Value 3.0

SCOPE:

The workshop covers the following topics:

- A. DIGESTION PROCESS AND GAS PRODUCTION
- B. DIGESTER GAS SYSTEM COMPONENTS
- C. GAS PIPING
- D. FUELS AND COMBUSTION
- E. SAFETY

PRE-COURSE

FAMILIARIZATION:

When preparing to attend this workshop, an applicant should familiarize himself with digester operations, and review the Energy Act 1971, related Regulations and the Installation Codes for Natural Gas (CGA 149.1-1976), Propane (CGA 149.2-1976) and Oil Burning Equipment (CSA Standard B139-71).

PREREQUISITES:

The applicant must be employed in the maintenance of the gas system in a wastewater treatment plant. Desirably he should have completed the MOE workshop Primary Treatment and Sludge Digestion and have training in the procedures for safe entry into confined spaces.

PASSING GRADE:

- (a) 70%
- (b) A passing grade of 75% must be attained on the MCCR test for certification as a Maintenance Gas Fitter.

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section", for the workshop
\$20.00 payable to Treasure Of Ontario if the individual elects to write the MCCR Certification examination.

COURSE DESCRIPTIONOPERATION AND MAINTENANCE OF WATER DISTRIBUTION SYSTEMS**PURPOSE:**

The course Operation and Maintenance of Water Distribution Systems is designed for new staff and to increase on-the-job efficiency of others. On completion of this course and the associated MOE workshops on pump operations and equipment maintenance, the individual will be capable of operating and maintaining water distribution systems, correcting malfunctions of equipment and performing quality control tests. CEU Value 3.0

SCOPE:

The following topics will be dealt with:

- A. WATER SOURCES AND TREATMENT
- B. FACTORS IN PLANNING AND DESIGN
- C. WATER QUALITY OBJECTIVES
- D. WATERMAIN PIPES, JOINTS
- E. APPURTENANCES
- F. HYDRAULICS
- G. LEAK DETECTION, REPAIR, THAWING, RESTORATION
- H. CLEANING, FLUSHING, DISINFECTION, CROSS CONNECTIONS
- I. REPORTS AND RECORDS, PUBLIC RELATIONS
- J. SAFETY
- K. CORROSION

PRE-COURSE**FAMILIARIZATION:**

The applicant must review pre-course study material including the Ministry manual Operation and Maintenance of Water Distribution Systems.

PREREQUISITES:

- (a) Employed in operating and/or maintaining a water distribution system.
- (b) Desirably Grade XII academic standing.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONOPERATION AND MAINTENANCE OF WASTEWATER COLLECTION SYSTEMS

PURPOSE:

The workshop Operation and Maintenance of Wastewater Collection Systems is designed for new staff and to increase on-the-job efficiency of others. On completion of this course and the associated MOE courses on pump operations and equipment maintenance the individual will understand the operation of a collection system and be capable of operating and maintaining the system and correcting malfunctions of equipment.

CEU Value 3.0

SCOPE:

The following topics will be dealt with:

- A. DESIGN PARAMETERS
- B. COMBINED/SANITARY SEWERS, APPURTENANCES
- C. LIFT STATIONS
- D. PLANNING FOR EMERGENCY SERVICES
- E. FLOW MEASUREMENT AND CONTROL
- F. INSPECTION AND TESTING
- G. CLEANING, MAINTENANCE AND REPAIR
- H. RECORDS AND ORGANIZATION
- I. SAFETY

PRE-COURSE

FAMILIARIZATION:

An applicant must review the reference notes on Operation and Maintenance of Wastewater Collection Systems.

PREREQUISITES:

- (a) Employed in the operation and/or maintenance of a wastewater collection system.
- (b) Desirably Grade XII academic standing.

PASSING GRADE:

70 per cent

REGISTRATION FEE:

\$25.00 payable to "Training and Certification Section".

COURSE DESCRIPTIONSEWER AND WATERMAIN DESIGN COURSES

PURPOSE:

This course, developed and conducted jointly with the Ontario Municipal Engineers Association, is intended to broaden the understanding and knowledge of personnel who are engaged in the design of Sewer and Watermain Systems. Topics covered on the first day are common to both course segments. During the subsequent three (3) days, each is held separately. The selection of the segment (sewer design or watermain design) should be clearly identified in the application. CEU Value each segment 2.5

SCOPE:

SEWER DESIGN

- A. PROJECT PROCEDURE
- B. PHYSICAL LAYOUT OF SEWER & WATERMAIN SYSTEMS
- C. M.O.E. APPROVALS
- D. ENGINEERING AGREEMENTS
- E. CONSTRUCTION PRACTICES
- F. STORM WATER MANAGEMENT PART I
- G. STORM WATER MANAGEMENT PART II
- H. SEWER APPURTENANCES
- I. HOW DESIGN AFFECTS SEWER MAINTENANCE
- J. SEWER MATERIALS
- K. SEWER DESIGN GENERAL
- L. HYDRAULIC ASPECTS OF SEWER DESIGN
- M. SEWER DESIGN CALCULATIONS
- N. STRUCTURAL PROBLEM SOLVING

WATERMAIN DESIGN

- A. PROJECT PROCEDURE
- B. PHYSICAL LAYOUT OF SEWER & WATERMAIN SYSTEMS
- C. M.O.E. APPROVALS
- D. ENGINEERING AGREEMENTS
- E. CONSTRUCTION PRACTICES
- F. FRICTION HYDRAULICS
- G. HOW DESIGN AFFECTS MAINTENANCE
- H. CALCULATING DEMANDS
- I. WATERMAIN MATERIALS
- J. WATERMAIN APPURTENANCES
- K. WATERMAIN INSULATION
- L. DESIGN CONSIDERATION WITH OTHER UTILITIES
- M. DESCRIPTION OF LOOP ANALYSIS
- N. VALVE AND METER SIZING
- O. WATERMAIN CORROSION

PRE-COURSE FAMILIARIZATION:

- (a) Review the lecture notes and other material mailed out for pre-course study.
- (b) Answer the pre-course study problems, which will be discussed during the course.

PREREQUISITES:

Candidates for this course should have some basic understanding of sewer and watermain design and should be employed, at least in part, in the design of Sewer and Watermain Systems.

REGISTRATION FEE:

\$235.00 (includes reference materials, meals and accommodation for 4 days). Registration fee must be made payable to MUNICIPAL ENGINEERS ASSOCIATION.

COURSE DESCRIPTIONMEA/MOE INSPECTOR'S COURSE NO. 1

PURPOSE:

This course, developed and conducted jointly with the Ontario Municipal Engineers Association, is intended to broaden the understanding and knowledge of persons engaged in inspecting Sewer and Watermain construction projects. CEU Value 3.0

SCOPE:

The course includes presentations on and discussions of the following topics:

- A. TENDERING & CONTRACT PROCEDURES
- B. T.V. INSPECTION & INTERNAL GROUTING OF SEWER PIPE
- C. PIPE MATERIALS
- D. SEWER CONSTRUCTION AND TESTING
- E. WATERMAIN CONSTRUCTION AND TESTING
- F. CONSTRUCTION LAYOUT
- G. SAFETY PRACTICES AND REGULATIONS
- H. ENVIRONMENTAL CONSIDERATIONS
- I. EXCAVATION AND BACKFILL
- J. DEWATERING METHODS
- K. TUNNELLING
- L. BLASTING
- M. RESTORATION
- N. INSPECTORS DUTIES
- O. RECORD KEEPING

PRE-COURSE

FAMILIARIZATION:

Pre-course study material will be provided. Personnel attending this course should be familiar with the Regulations in their own area.

PREREQUISITES:

Those attending the course should be employed in the private or public sector where a significant portion of the job function is inspection of the construction of Sewers and Watermains.

PASSING GRADE:

60 per cent

REGISTRATION FEE:

\$25.00 payable to Municipal Engineers Association of Ontario.

COURSE DESCRIPTIONMEA/MOE INSPECTOR'S COURSE NO. 2**PURPOSE:**

This course, developed and conducted jointly with the Ontario Municipal Engineers Association, is intended to broaden the understanding and knowledge of persons engaged in inspecting Sewage and Water construction projects. CEU Value 2.5

SCOPE:

The course includes presentations on and discussions of the following topics:

- A. BASIC ELEMENTS OF CONSTRUCTION DOCUMENTS
- B. ROLE OF THE INSPECTOR
- C. RECORD KEEPING
- D. BASIC SOILS
- E. WATERMAIN DESIGN
- F. SEWER DESIGN
- G. CONSTRUCTION SAFETY
- H. PLANT LAYOUT
- I. PLANT EQUIPMENT
- J. REINFORCED CONCRETE: THEORY AND PRACTICE
- K. BLASTING
- L. CONCRETE HANDLING

PRE-COURSE**FAMILIARIZATION:**

Pre-course study material will be provided. Personnel attending this course should be familiar with the regulations in their own area.

PREREQUISITES:

Those attending the course should be employed in the private or public sector where a significant portion of the job function is inspection of the construction of Sewage and Water facilities.

PASSING GRADE:

60 per cent.

REGISTRATION FEE:

\$30.00 payable to Municipal Engineers Association of Ontario.

COURSE DESCRIPTIONINDUSTRIAL ABATEMENT-AIR MANAGEMENT COURSE

PURPOSE:

The Industrial Abatement-Air Management Course consists of three five-day sessions. It is designed to familiarize personnel with the air management aspect of Industrial Abatement, and to increase the efficiency of environmental staff involved with those duties.

SCOPE:

Part I:

- A. INTRODUCTION TO AIR MANAGEMENT: FEDERAL JURISDICTION
- B. EFFECTS OF AIR POLLUTION INCLUDING PHYTOXICOLOGY
- C. FUELS: COMBUSTION: BOILERS: INCINERATION

Part II:

- A. METEOROLOGICAL ASPECTS AND MEASUREMENT OF AIR POLLUTION
- B. AIR CONTAMINANT DEPOSITS; ODOURS
- C. ENVIRONMENTAL STAFF DUTIES AND REPORTS
- D. SEWAGE TREATMENT

Part III:

- A. INDUSTRIAL PROCESSES
- B. CONCEPTS OF INDUSTRIAL AIR POLLUTION CONTROL
- C. CONTROL EQUIPMENT

PRE-COURSE

FAMILIARIZATION:

Study material will be provided. When preparing for any part of this course an applicant must study the training manual.

PREREQUISITES:

An applicant must be responsible for functions related to air management aspects of a program.

There is no prerequisite that one part of the course be taken before another, but it is strongly recommended that applicants who are new to this field take Part I first.

PASSING GRADE:

Those trainees who achieve passing grades (70 per cent) for all three parts of the course will be awarded a certificate.

REGISTRATION FEE:

The fee for each part of the course is:

1. Government and Municipal employees	\$25.00
2. Others	\$50.00

Payable to "Training and Certification Section".

COURSE DESCRIPTIONVISIBLE EMISSIONS IDENTIFICATION CERTIFICATE COURSE

PURPOSE:

The Visible Emissions Identification Certificate Course is designed to train Ministry personnel and certify them as being proficient in the identification of the opacities of visible emissions. It will also help to prepare the provincial officer for appearance in court as an expert witness. The course is a combination of lecture and demonstration, with practice.

SCOPE:

The course covers the following topics:

- A. VISIBLE EMISSIONS - THEIR CAUSE AND REGULATION
- B. CLASSIFICATION AND IDENTIFICATION OF SOURCES
- C. PRINCIPLES OF COMBUSTION
- D. METEOROLOGICAL FACTORS IN READING OF VISIBLE EMISSIONS
- E. LEGAL ASPECTS AND COURTROOM APPEARANCES
- F. PRACTICE IN IDENTIFICATION OF OPACITIES OF VISIBLE EMISSIONS

PRE-COURSE

FAMILIARIZATION:

When preparing to attend this course the applicant should read in advance the Visible Emissions Identification Manual, which will be sent out with pre-course material.

PREREQUISITE:

An applicant for certification must be a provincial officer of the Ministry of the Environment.

PASSING GRADE:

- (i) 70 per cent (theoretical instruction)
- (ii) Identification of the opacity of a set number of consecutive visible emissions within the permitted deviation standards.

REGISTRATION FEE:

None.

COURSE DESCRIPTIONACOUSTIC TECHNOLOGY CERTIFICATE COURSE**PURPOSE:**

The Acoustic Technology Certificate Course consists of four parts. It is designed to familiarize personnel with the techniques of practical acoustics required to fulfill the obligations of the municipal noise control officer or other noise control and abatement agencies. Upon successful completion of the appropriate parts of the course, the trainee will be qualified to perform noise control duties at the level indicated by the certificate rank awarded, as follows:

<u>CERTIFICATE</u>	<u>COURSE</u>
Class 1	Acoustics I and II
Class 2	Acoustics I, II and III
Class 3	Acoustics I, II, III, IV

The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) has approved the combined Acoustics I and II Courses as a single credit course for OACETT certification purposes. Consideration of Acoustics III and IV as OACETT credit courses is pending.

SCOPE:**ACOUSTICS I:**

Introductory Acoustic Theory; Law; Handling of Complaints; Use of simple sound level meter, octave band analyser and calibration techniques; Measurement of traffic noise and industrial noise, Procedures; Audiometry, Personal hearing test; Examination.

ACOUSTICS II:

Review of Acoustics I; Theory; Law: Complaint investigations; National and International Standards; Use of 1/3 octave analyser; Tape recorder; Impulse sound level meter; Introduction to L_{eq} Field work; Examination.

ACOUSTICS III:

Review of Acoustics II; Theory; Law; Stop orders, Control orders, Provincial officer's report; Prosecutions; Graphic analyser; Statistical analyser; Sound descriptors, percentiles, cumulative and statistical distribution; Vibration analysis; Stationary source noise analysis; Laboratory; Field work; Examination.

ACOUSTICS IV:

Review of Acoustics III; Theory; Law; Use of digital monitors; Off-road and road side traffic measurements. Field investigation and reports; Technical Publications; Implementation of a Noise By-Law; Advanced procedures; Selection of instrumentation; Examination.

PRE-COURSE
FAMILIARIZATION:

Pre-course study material, including manuals, will be provided. When preparing to attend any part of this course, an applicant must complete the pre-course requirements.

PREREQUISITES:

Courses are to be taken in the order designated. Possession of a valid certificate of a lower rank is a pre-requisite for all courses Acoustics II through Acoustics IV inclusive, but recognition will be given for prior formal training in acoustics.

PASSING GRADE:

Those trainees who achieve a passing grade will be awarded a certificate of competency in acoustics technology in the rank achieved, valid for three calendar years only. The passing grade for all courses will be 60 per cent.

REGISTRATION FEE:

The fee for each part of this four part course is:

1. Government and Municipal employees	\$ 25.00
2. Others	\$150.00

Payable to "Training and Certification Section".

COURSE DESCRIPTIONACOUSTIC TECHNOLOGY IN LAND USE PLANNING**PURPOSE:**

The course on Acoustic Technology in Land Use Planning discusses the impact of noise on land use. It is designed for the Noise Control Officer, urban planner and architect.

SCOPE:

The course, which includes a review of Acoustic Technology Certificate Course I through III, covers the following subjects:

- A. COMMUNITY NOISE SURVEYS
- B. LAND USE PLANNING CONCEPTS
- C. PREDICTIONS OF ROAD AND RAIL TRAFFIC NOISE LEVELS
- D. THICK AND THIN BARRIER ATTENUATION
- E. DIGITAL AND STATISTICAL SAMPLING TECHNIQUES
- F. USE OF L_{eq} , L_{dn} , NEF AND OTHER DESCRIPTORS
- G. FIELD PROJECT
- H. ANALYSIS OF DATA
- I. REVIEW OF THE PLANNING ACT, BY-LAW AND PROCEDURES

PRE-COURSE**FAMILIARIZATION:**

Candidates must review Part 1 of the Acoustic Technology Certificate. Pre-Course study material, including manuals will be provided.

PREREQUISITES:

Candidates must have successfully completed Acoustic Technology Certificate Course Part 1 or have had suitable previous formal training.

PASSING GRADE:

Candidates achieving a passing grade of 60 per cent will be awarded a certificate denoting successful completion of the course.

REGISTRATION FEE:

Payable to "Training and Certification Section"

1. Government and Municipal Employees	\$ 25.00
2. Others	\$150.00

COURSE DESCRIPTIONWASTE DISPOSAL BY LANDFILLING

PURPOSE:

Seminars on Waste Disposal by Landfilling are held in Regional locations to increase the efficiency of municipal and private site operations. Those for management staff will deal with legislation requirements, design criteria and reports and management functions while those for operations staff will emphasize site development, operating procedures and special problems.

SCOPE:

- A. LEGISLATION
- B. SITE DESIGN, DEVELOPMENT AND OPERATIONS
- C. LEACHATE AND GAS CONTROL
- D. SPECIAL PROCEDURES FOR DISPOSAL OF PROBLEM MATERIAL
- E. AIDS FOR WINTER OPERATIONS
- F. CLOSURE AND PERPETUAL CARE
- G. MANAGEMENT

PRE-COURSE

FAMILIARIZATION:

Those attending should review The Environmental Protection Act, The Environmental Assessment Act, associated Regulations and the Manual, Waste Disposal by Landfilling.

PREREQUISITES:

Nil

PASSING GRADE:

Not applicable

REGISTRATION FEE:

In certain cases a fee may be charged to cover costs incurred for rental of classroom space, equipment etc.

PROGRAM SCHEDULE 1980/81

PROGRAM	(Capacity)	Dates	Location	Applications By	Remarks
MONITORING WATER/WASTEWATER OPERATIONS	(25)	Feb 9-13 81	OEF BRAMPTON	December 15	
BASIC SEWAGE TREATMENT	(25)	Sep 8-12 80	OEF BRAMPTON	July 15	Operators Only
		Jan 12-16 81	OEF BRAMPTON	November 15	
		Mar 9-13 81	OEF BRAMPTON	January 15	Operators Only
ACTIVATED SLUDGE PROCESS	(25)	Nov 17-21 80	OEF BRAMPTON	September 15	Operators Only
		Feb 2-6 81	OEF BRAMPTON	December 15	
		Mar 30-Apr 3 81	OEF BRAMPTON	January 15	Operators Only
		Jun 8-12 81	OEF BRAMPTON	April 15	Operators Only
PRIMARY TREATMENT & SLUDGE DIGESTION	(25)	Dec. 1-5 80	OEF BRAMPTON	October 15	Operators Only
		Feb 16-20 81	OEF BRAMPTON	December 15	
BASIC WATER TREATMENT	(25)	Sep 15-19 80	OEF BRAMPTON	July 15	Operators Only
		Dec 15-19 80	OEF BRAMPTON	October 15	
		Mar 23-27 81	OEF BRAMPTON	January 15	Operators Only
SURFACE WATER TREATMENT	(25)	Nov. 24-28 80	OEF BRAMPTON	September 15	Operators Only

PROGRAM SCHEDULE 1980/81

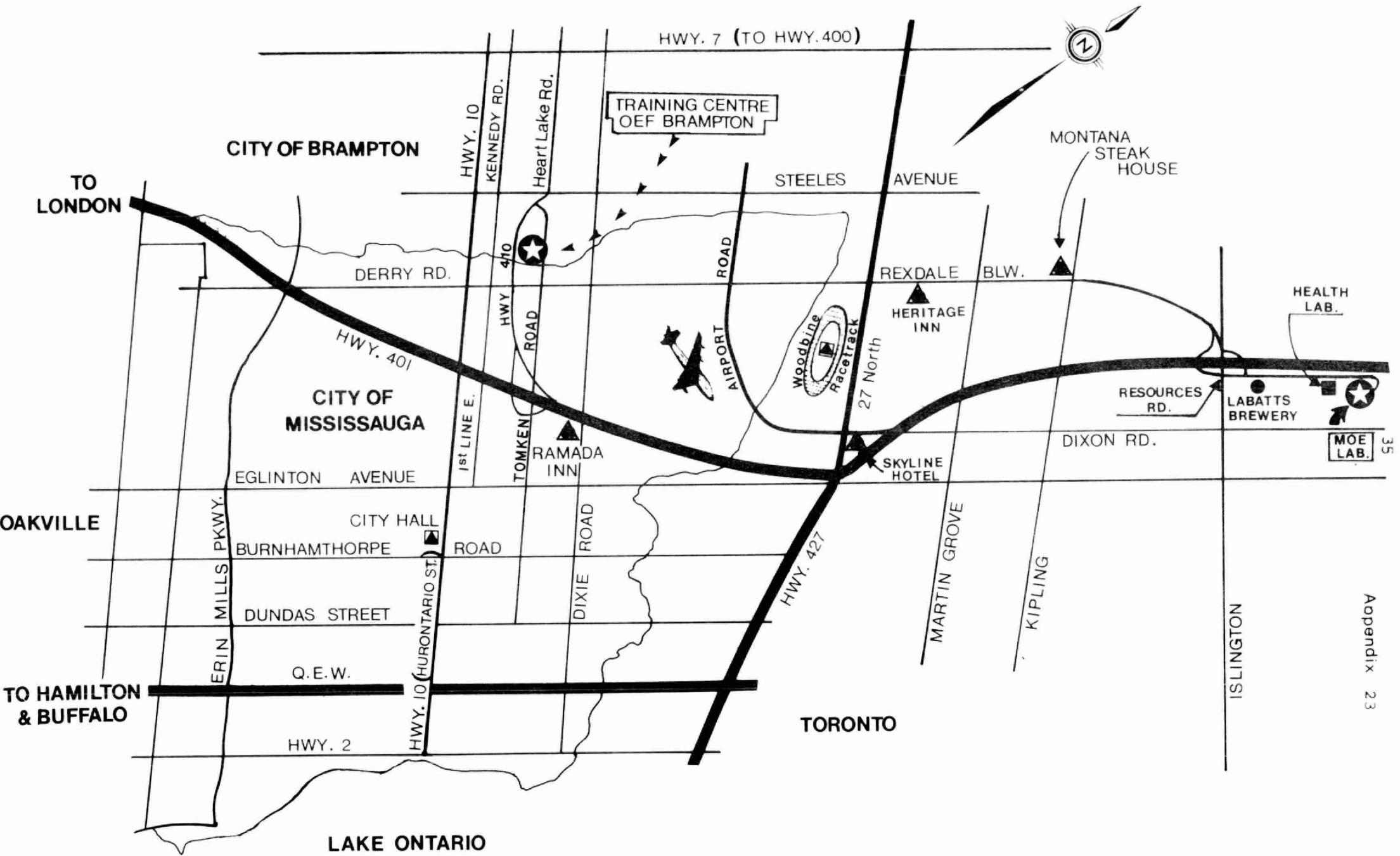
PROGRAM	(Capacity)	Dates	Location	Applications By	Remarks
SURFACE WATER TREATMENT	(25)	Mar. 2-6 81	OEF BRAMPTON	January 15	
BASIC GAS CHLORINATION	(25)	Sep 22-26 80	OEF BRAMPTON	July 15	Operators Only
		Dec. 8-12 80	OEF BRAMPTON	October 15	Operators Only
		Feb 23-27 81	OEF BRAMPTON	December 15	Operators Only
		Apr 27-May 1 81	OEF BRAMPTON	February 15	Operators Only
PUMP OPS. WORKSHOP	(25)	Sep 29-Oct 3 80	OEF BRAMPTON	July 15	Operators Only
		Jan. 19-23 81	OEF BRAMPTON	November 15	Operators Only
		May 4-8 81	OEF BRAMPTON	March 15	Operators Only
PREVENTIVE MAINTENANCE	(25)	Nov 3-7 80	OEF BRAMPTON	September 15	Operators Only
		Jan 26-30 81	OEF BRAMPTON	November 15	Operators Only
		Apr 6-10 81	OEF BRAMPTON	February 15	Operators Only
DIGESTER GAS SYSTEMS	(25)	Oct 6-10 80	OEF BRAMPTON	August 15	Operators Only
		Mar 16-20 81	OEF BRAMPTON	January 15	Operators Only

PROGRAM SCHEDULE 1980/81

PROGRAM	(Capacity)	Dates	Location	Applications By	Remarks
INDUSTRIAL AIR ABATEMENT I	(30)	Nov. 17-21 80	MOE LABORATORY	September 15	
INDUSTRIAL AIR ABATEMENT II	(30)	Jan. 26-30 81	MOE LABORATORY	November 15	
INDUSTRIAL AIR ABATEMENT III	(30)	Mar 30-Apr 3 81	MOE LABORATORY	January 15	
VISIBLE EMISSIONS		May - June 81	VARIOUS		MOE Only
ACOUSTICS TECHNOLOGY I	(25)	Sep 29-Oct. 3 80	MOE LABORATORY	August 15	
ACOUSTICS TECHNOLOGY II	(25)	Feb 23-27 81	MOE LABORATORY	December 15	
ACOUSTICS TECHNOLOGY III	(25)	May 18-22 81	MOE LABORATORY	March 15	
ACOUSTICS TECHNOLOGY IV	(25)	Jun 22-26 81	MOE LABORATORY	April 15	
ACOUSTICS TECHNOLOGY IN LAND USE PLANNING	(25)	Nov 24-28 80	MOE LABORATORY	September 15	
		Apr 27-May 1 81	MOE LABORATORY	February 15	
SEWER & WATERMAIN DESIGN	(40)	Nov. 10-13 80	STAFF TRAINING CENTRE - BARRIE	September 15	
SEWER & WATERMAIN CONSTRUCTION INSPECTORS' NO. 1	(40)	Dec. 8-12 80	MOE LABORATORY	October 15	
SEWER & WATERMAIN CONSTRUCTION INSPECTORS' NO. 2	(40)	Mar. 9-13 81	MOE LABORATORY	January 15	

PROGRAM SCHEDULE 1980/81

**TRAINING AND CERTIFICATION SECTION
CALENDAR 1980 81**



ACCOMODATION

<u>Hotel</u>		<u>Single Rate</u>	<u>Double Rate</u>
Bristol Place 950 Dixon Rd.	Tel: 675-9444	\$45.00	\$45.00
Cambridge Motor Hotel Dixon Rd. & Highway 401	Tel: 249-7671	\$30.00	\$36.00
Cara Inn 6257 Airport Rd.	Tel: 678-1400	\$34.00	\$40.00
Constellation Hotel 900 Dixon Road	Tel: 677-1500	\$39.00	\$42.00
Heritage Inn 385 Rexdale Blvd.	Tel: 742-5510	\$27.00	\$34.00
Holiday Inn-Airport 970 Dixon Road	Tel: 677-7611	\$42.00	\$50.00
Howard Johnson's Airport Hotel 801 Dixon Rd. Tel: 675-6100		\$39.00	\$45.00
Ramada Inn 544 Dixie Rd. Mississauga, Ontario	Tel: 624-1144	\$37.50	\$44.50
Skyline Hotel 655 Dixon Road	Tel: 244-1711	\$35.00	\$41.00

The above government rates were provided by the management of each hotel and are subject to change with time.

The guest room rates should be confirmed at the time reservations are being made.



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